

18. Discuss in detail about preparation of financial statements and introduction to data analytics.
 19. Explain the different sections of reports in MS Access.
 20. Discuss about adding animation effects, audio inclusions and timers in Power-point presentation.
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NOVEMBER/DECEMBER 2025

23UECA32B — OFFICE AUTOMATION

Time : Three hours

Maximum : 75 marks



SECTION A — (10 × 2 = 20 marks)

Answer ALL questions.

1. What are the characteristics of computer?
2. List out the types of operating system.
3. Difference between 'Save' and 'Save as' in MS-word.
4. How can you create a bulleted or numbered list in word?
5. What are the charts in MS-excel?
6. What is navigating worksheet in MS-excel?
7. Define queries and reports.
8. List some database applications.

9. What extension is used to save the power point file?

10. Define animation effects.

SECTION B — (5 × 5 = 25 marks)

Answer ALL questions.

11. (a) Explain about the input devices with examples.

Or

(b) Write a short note on operating system and its features.

12. (a) Explain the print preview options in MS-word.

Or

(b) Write a short note on mail merge.

13. (a) Explain worksheet opening, entering text and data in Excel.

Or

(b) What are the data analytics? Explain in detail.

14. (a) Discuss about developing menu drive applications in query language.

Or

(b) What are the uses of Database? Explain any date functions.

(a) Narrate various types of adding graphics to the Power Point presentation.

Or

(b) How will you be including special object and pictures in MS Power Point? Explain it.

SECTION C — (3 × 10 = 30 marks)

Answer any THREE questions.

16. Describe in detail about programming language.

17. Explain the following terms in reference with MS-word:

(a) Spell checker

(b) Document formatting

(c) Paragraph alignment

